

City of Lynnwood
Request for Statement of Qualifications

The City of Lynnwood is soliciting requests for Statement of Qualifications from consulting firms with expertise related to the two projects listed herein.

Response Deadline: 5:00 pm March 16th, 2016

Project Descriptions:

The work to be performed consists of preparing preliminary engineering and PS&E. Consultant services may also include but are not limited to: alternative evaluation, development of a preferred alternative, environmental planning/documentation, right of way/easement/permit acquisition services, community involvement, geotechnical engineering, traffic studies, surveying, bid process support, engineering support during construction and other related tasks. Engineering fees may vary subject to detail scope of work to be negotiated with the selected firm(s). Please refer to the city's website at <http://www.ci.lynnwood.wa.us/City-Services/Bids-Proposals/Capital-Projects-Bids.htm> for additional information. The anticipated timeframe for the services to be rendered is 2016-2017, but work orders executed during this term may extend beyond this timeframe subject to actual needs. Consultants will be considered for the following separate projects:

1) Meadowdale Playfield Renovation Phase V, \$150,000 - \$250,000

The 27 acre park is owned by the Edmonds School District (ESD) and was developed in 1990 in a partnership with ESD, City of Edmonds and the City of Lynnwood. The athletic complex currently has 2 dirt soccer fields, 3 softball fields, walking paths, playground, picnic area and sport court.

Services may include design development and construction support and documents for synthetic turf conversions for soccer fields 1 & 2 in addition to synthetic turf conversion to the infields on softball fields 3, 4 and 5. The project scope also includes LED lighting conversion to all athletic fields.

The project may include, but is not limited to the following: grading, drainage, landscaping, irrigation, parking, street frontage improvements, picnic shelter, rain garden, trail restoration, cost estimating, design and environmental construction support.

2) Lynnwood Golf Course Parking Lot, \$125,000 - 225,000

Services will include design development and construction support and documents for a new 50-60 stall parking lot, revised lighting, stormwater collection, treatment and detention facilities to be constructed in an existing grass area adjacent to the existing pro shop and south of Woodway Hall on the Edmonds Community College campus located at 20200 68th Ave W, Lynnwood.

The project may include, but is not limited to the following: grading, drainage, landscaping, irrigation, parking, street frontage improvements, trail restoration, cost estimating, design and environmental construction support.

Qualifications: Firms will be selected based upon their: 1) project team (10 points), 2) demonstration of extensive technical expertise (15 points), 3) relevant experience with similar projects (15 points), 4) experience with similar sized public agencies, successful performance history with budget/scope, and professional references (10 points).

Submittals: Submittals shall include clearly identified sections addressing the following areas: 1) firm's work history, 2) resume of principal-in-charge and project manager, and/or key staff/team members, 3) brief discussion of firm/team's approach to project management to include but not limited Q/A, cost controls, scope change, schedule management, communicating, managing sub consultants, etc., and 4) lessons learned by the firm/team regarding similar projects with other agencies. The City anticipates hiring one consultant team for each separate project, however, reserves the right to combine and/or separate project tasks and/or consultant

teams. The city reserves the right to use selected consultants for subsequent phases in the event of a multi-phase project.

All submittals shall be placed in a sealed envelope and clearly marked "A&E Qualifications for <insert the name of project>". A separate sealed envelope is to be submitted for each project being submitted. The submittal shall include one letter of interest sheet (front and/or front and back), one cover sheet, and up to 10 sheets (front and/or front and back) for a maximum total of 12 sheets of paper. The font size shall be no smaller than 12 pt. Each envelope submitted shall contain three copies of the qualifications and shall be submitted no later than 5:00 PM, March 16, 2016 to:

Jeff Elekes, P.E.
Deputy Public Works Director
City of Lynnwood
PO Box 5008
Lynnwood, WA 98046-5008
jelekes@ci.lynnwood.wa.us
425-670-5205

Selection: A selection committee will evaluate each firm based on its submittal of qualifications. Firms will be selected for interviews at the City's discretion. Interviews are anticipated sometime in April, 2016.

This project may involve Federal funds and local match dollars. The recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award. Therefore, all prospective consultants and vendors are advised that federally funded projects will be held to Federal EEO requirements, Title I and Title V of the Americans with Disabilities Act of 1990, and Title VII of the Civil Rights Act of 1964.

Persons with disabilities may request this information be prepared and supplied in alternate forms by calling Jeff Elekes at 425-670-5205.

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